

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

May 12, 2004

Prepared by: Teresa Medeiros

Approval Date: June 9, 2004

Members Present

Tony Dickerson
Ivonne Guzman-Cicero
Teresa Medeiros
Charles Ross
Debbie Sanchez
Judy Yee
Merrin Bueto

Guests Present

None

Members Absent

Russell Grace
Joe Guerrero
Nimal Diunugala

Gayle Yost, EEO Officer/Consultant

The meeting was called to order at 10:10 a.m. It was held via videoconference between the Cal/EPA Headquarters Building, Conference Room 550 located in Sacramento, and ARB El Monte offices, Conference Room 111, in Annex 2.

APPROVAL OF PREVIOUS MINUTES

The Committee approved the April 14, 2004 meeting minutes with minor corrections.

EQUAL EMPLOYMENT OPPORTUNITY REPORT

Gayle Yost reported that Administrative Services Letter (ASL) 04-04 has been approved and is posted on ARBInside. The ASL was developed to meet the requirements of law to ensure that the language on our public documents is correct and is user friendly. ARB staff should use the new language on all public meeting notices. The online ASL provides a link that will be kept current with the names of the appropriate staff members to contact for specific accommodation needs.

There was a question and subsequent discussion about whether being overweight is considered a disability. Gayle explained that the reasonable accommodation process should take place by engaging in the interactive process with the person when they request the accommodation; the interactive process must be about the accommodation with no discussion about the disability. Providing the accommodation is the responsibility of the entity hosting the event.

DISABILITY ADVISORY COMMITTEE REPORT

Debbie Sanchez reported that the next Agency meeting is scheduled for May 19, 2004.

CONTINUING (OLD) BUSINESS

EEOAC Handbook Revision

Merrin Bueto explained that a subcommittee was formed several months ago to work on revising the EEOAC Handbook. Other members included Joe Guerrero, Charles Ross and Nimal Diunugala. The subcommittee met once and drafted the format and the table of contents, but very little progress has been made since then, although Merrin has done some work on it.

It was decided that the full committee will work as a group during the next several regularly scheduled EEOAC meetings to revise and review the handbook. Merrin will send out the handbook in its current form and the Committee will work on Sections 1-4 in June, Sections 5-6 in August and Sections 7-8 in September.

NEW BUSINESS/OPEN FORUM

The Committee discussed the possibility of a disability awareness fair in El Monte. It was decided that the Committee should focus on revising the handbook at this time and will revisit the idea in a few months.

ADJOURN

Tony Dickerson, Chairperson, adjourned the meeting at 11:00 a.m.